

18 MARCH 1994



Personnel

CIVILIAN MOBILITY

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OPR: HQ USAF/DPCC
(Ms. Glenda E. Atkinson)
Supersedes AFR 40-303, 1 May 90

Certified by: HQ USAF/DPC
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Pages: 4
Distribution: F

This instruction implements AFPD 36-2, *Employment and Affirmative Action*, and DoD Directive 1400.24, *Civilian Mobility Program*, 20 October 1989. It prescribes the conditions for mobility programs and agreements. It delineates procedures for involuntary assignments of employees not covered by mobility agreements. It applies to certain administrative, professional, technical, and managerial positions. It does not apply to movement of Senior Executive Service members, employees assigned to U.S. Air Force Reserve, or Air National Guard technician positions.

SUMMARY OF REVISIONS

This is the first publication of AFI 36-202, substantially revising AFR 40-303. This revision aligns the instruction with AFPD 36-2.

1. Air Force Civilian Mobility Program. A mobility program allows management to readily identify and move employees to meet critical needs and to provide assignments designed to give them the breadth and depth of experience needed for placement in key managerial positions.

2. Applicability. The Air Force expects the following employees to be mobile:

- All GS/GM-15s.
- All, or selected, GS/GM-14s as determined by:
 - The career program policy council for occupations included in Air Force-wide career programs, or
 - The Air Force or Secretariat-level functional chief for other occupations or career fields.
 - Other employees as explained in paragraph **3.1.** below.

2.1. These senior civilian employees are managed either by the civilian career programs or the Air Force-level functional chiefs.

3. Management Responsibilities. The Secretary of the Air Force manages all Air Force resources and, as such, has the authority to require mobility and to establish civilian mobility programs.

3.1. Assignments involving geographic relocation, except for those done at employee request and those resulting from reduction-in-force or transfer of function, are subject to this instruction.

3.2. HQ USAF or Secretariat organizations, major commands (MAJCOM), field operating agencies (FOA), or civilian career program policy councils may create mobility programs (initiating organizations) as part of intern or formal career development programs, to improve mission effectiveness, or to meet specific mission needs. The Air Force Director of Civilian Personnel and Personnel Plans (HQ USAF/DPC) and the initiating organization develop and implement mobility program procedures.

3.3. Management officials must keep employees fully informed of the contents of this instruction, mobility programs and coverage, and of the benefits to the Air Force and its employees of planned assignment changes.

4. Program Requirements:

4.1. Initiating organizations must inform candidates for positions of the details and operations of a program before assignment, including whether mobility may be a condition of employment or selection and if a mobility agreement is required. (See **Attachment 1** for a sample agreement.)

4.2. The initiating organization decides if mobility agreements must be signed as a condition of selection for a position. Mobility agreements are in effect for the employee's entire Air Force career, the length of an assignment or internship, or other temporary circumstance as determined by the initiating organization.

4.3. If employees occupy positions subsequently identified for mobility, they need not sign a mobility agreement to keep their jobs. These employees continue to be considered for promotions to vacancies at their present location.

4.4. Management officials should consider an employee's career objectives and geographic preferences in determining assignments requiring relocation, however, an employee's personal preference is not binding upon management.

4.5. Mobility programs enhance career progression or mission effectiveness. They are not a form of disciplinary action.

5. Assignment with a Mobility Agreement. Individuals with a mobility agreement may request release from the mobility requirement only for hardship. The career program policy chair, Air Force or Secretariat-level functional manager, commander, or individual responsible for the mobility program decides whether to release the individual from the mobility agreement. If a hardship exemption is not approved, management's options are to reassign the employee to a position not requiring mobility, remove the employee from the program, or separate the employee from Federal service. (Employees who have signed a mobility agreement or have their position description annotated to identify a mobility requirement before assignment into the position are ineligible for discontinued service retirement).

6. Involuntary Mobility Assignment without a Mobility Agreement. The Secretary of the Air Force delegates the authority to approve or direct involuntary assignments to the career program policy council chair (Auditor General co-chair in the case of the Air Force Audit Agency) for those occupations managed by the career programs or to the Air Force or Secretariat-level functional chief for those occupations not managed by career programs.

6.1. Approval requires that such action is in the best interest of the Air Force and warrants overriding the personal consideration of the employee. Examples of actions in the best interest of the Air Force include mission essentiality or the unique qualifications of the individual.

6.2. Send requests for an involuntary assignment with a geographic move through the MAJCOM and HQ USAF/DPC. Include the following supporting documentation:

6.2.1. Position description and organization chart.

6.2.2. Employee's statement of inability or reluctance to move voluntarily with validating comments by supervisors.

6.2.3. Statement from Air Force or Secretariat-level functional chief, career program policy council chair, or other managers describing the special qualifications of the employee, the reasons which make the assignment imperative, and the effects on the mission.

7. Documentation. The gaining organization initiates the SF-52, **Request for Personnel Action**, effecting the mobility assignment. The Civilian Personnel Flight of the gaining organization retains all supporting documentation.

8. Appeals and Grievances. Employees may request review of the decision under the appropriate agency dispute resolution and grievance procedure or negotiated grievance procedure.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

MOBILITY AGREEMENT FOR GS/GM-14/15

A1.1. The Air Force often needs to reassign the best qualified senior civilian employees to meet critical needs or to provide employees opportunities for continued career progression. Selection for a GS/GM-14 or 15 position requiring mobility recognizes an individual's skill, capability, and potential for senior level positions.

A1.2. I agree for the duration of my employment with the Air Force to accept positions at the same or higher grade, including an assignment to different geographic locations, to satisfy my obligation under this agreement.

A1.3. I understand my personal career goals and geographic and assignment preferences will be considered but are not guaranteed. Management will consider compelling personal reasons for not accepting an assignment, but the Air Force may still require me to relocate to meet Air Force needs.

A1.4. If I do not accept a mobility assignment, even if relocation is not required, I may be reassigned to another position not requiring mobility, lose consideration for career development or enhancement assignments or key managerial positions, or may face adverse action such as change to lower grade or separation.

Employee's Signature and Date

Civilian Personnel Flight Representative's

Signature and Date